



FIRST CLASS CITY
FIRST CLASS SERVICE

ROCHESTER

— Minnesota —

2122 Campus Drive SE Suite 300 Rochester, MN 55904
Phone: 507-328-2600 Fax: 507-328-2601
Office Hours: Monday – Friday 8 am – 5 pm
www.rochestermn.gov/departments/building-safety
bldgsftymail@rochestermn.gov

Commercial Building Final Inspection/Certificate of Occupancy Checklist**

BUILDING SAFETY DEPARTMENT – (507-328-2600)

- Electrical** All temporary and permanent services, high and low voltage work must be final inspected and approved
- Mechanical** All HVAC, gas piping and hydronic work must be final inspected and approved;
A **Balance Report** must submitted and approved by Building Safety
- Plumbing** All plumbing work must be final inspected and approved
- Building** All building work must be completed. Final approval will not be granted until all trades are final inspected and approved.
A **Special Inspection Summary Report** must be submitted to Building Safety.
If an **EIFS** exterior product is installed, a certificate A & B must be submitted
- Multi-Family Apartments** Application for rental certificates must be submitted and paid

ROCHESTER/OLMSTED PLANNING – (507-328-7100)

- Zoning** All zoning requirements must completed

FIRE DEPARTMENT – (507-328-2800)

All fire suppression systems, fire alarm systems, portable fire extinguishers, and other Fire Department requirements must be final inspected and approved

OLMSTED COUNTY PUBLIC HEALTH – (507-328-7500)

In occupancies where food is handled, the Health Services must grant final approval

MINNESOTA DEPARTMENT OF LABOR & INDUSTRY -- (651-284-5005 or 1-800-342-5354)

- State Elevator inspection** All elevators and lifts must be approved by the State of Minnesota
Elevator Inspector

MN Department of Agriculture – (507-280-2935)

This agency must approve where food products are handled or sold, not including businesses licensed by the Olmsted County Public Health. If you have questions, check with this agency prior to requesting a Certificate of Occupancy.

****A CERTIFICATE OF OCCUPANCY (CO) OR TEMPORARY CERTIFICATE OF OCCUPANCY (TCO) WILL BE ISSUED THE NEXT BUSINESS DAY AFTER ALL REQUIRED APPROVALS HAVE BEEN ENTERED INTO THE COMPUTER RECORD****